



CYNTHIA D. BANKS
Chief Deputy

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

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"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
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MICHAEL D. ANTONOVICH

June 8, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROPRIATION ADJUSTMENT FOR 2003 PROGRAM YEAR COMMUNITY
SERVICES BLOCK GRANT FUNDS FROM THE CALIFORNIA STATE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached Appropriation Adjustment in amount of \$667,000 to reflect increased 2003 program year funding from DCSD.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 17, 2002 your Board approved the acceptance of grant funds in the estimated amount of \$6,064,394 and agency funding recommendations for the 2003 Community Services Block Grant (CSBG) Program. The CSBG program operates on a calendar year from January through December 2003. On March 26, 2004, DCSD extended the contract for CSBG to June 2004 to permit full expenditure of funds under the program.

On June 4, 2003, CSS received notice from DCSD that an additional \$667,373 in CSBG funds would be coming. The contract amendment accounting for the additional funds was received in September 2003. CSS used its delegated authority approved by the Board on December 17, 2002 to accept this additional CSBG funding, and to execute contract amendments with its existing contractors as long as the amount of change does not exceed fifteen percent (15%). County counsel approved all contract amendments to CSBG service providers as directed by the Board of Supervisors. The recommended action is necessary to enable CSS to include the additional funding in the Departments FY 2003-2004 Adopted Budget.

Implementation of Strategic Planning Goals

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence and Organizational Effectiveness.

Performance Measures

In compliance with Performance Counts! we have developed the following performance indicators. Percentage of in-crisis/vulnerable clients achieving a safe, stable, or thriving level of self-sufficiency in the following categories: Employment, Education, Housing, Emergency services, Nutrition, Linkages with other programs, and Health.

FISCAL IMPACT

There is no impact on the County's general fund as the CSBG program is fully financed by DCSD funding. The Appropriation Adjustment is necessary to enable CSS to include the additional funding in the Departments FY 2003-04 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

DCSD contracts with CSS for the delivery of services to low-income individuals and families residing in the County of Los Angeles. CSS has sub-contracted with one hundred and ten (110) agencies to provide the services. On June 19, 2003, the Los Angeles County Community Action Board approved the recommendation by CSBG program staff to distribute the additional funds to all CSBG service providers equally; county counsel approved all contract amendments. With the additional funds, CSBG service providers will be able to provide more services to the residents of Los Angeles County.

CONTRACTING PROCESS

The 110 agencies were awarded contracts through an open competitive Request for Proposal (RFP) process conducted in August 2002. Priorities of Supervisorial Districts and CAB approval are submitted to the Board of Supervisors for the funding of agencies for the Program Year 2003 CSBG Program. The bid opportunity was posted on the Office of Small Business Website as part of the procurement process. The RFP was conducted for a four (4) year period, of which years two (2) through four (4) of the contracts are grant renewals. This is the second year for contract renewals. Funding recommendations are based on the agencies contract compliance and performance evaluation.

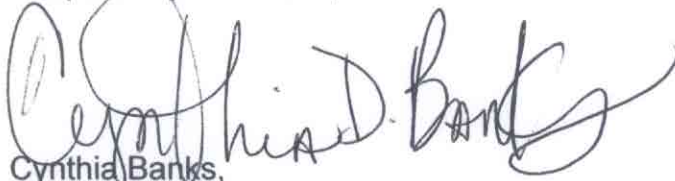
Monitoring

Program monitoring will be done twice a year and will consist of Program and Fiscal Monitoring to ensure contract compliance. Monitoring is accomplished through our contract-monitoring unit. Fiscal compliance monitoring is conducted twice a year by an approved vendor procured through the Auditor-Controller.

IMPACT ON CURRENT SERVICES

Approval of the recommended action provides CSBG services to low-income residents in all Supervisorial Districts. A broad array of community services such as employment, education, housing, nutrition, emergency assistance, linkages to other programs and health will benefit the low-income residents of Los Angeles County. These services are for residents in areas that include most portions of all Supervisorial Districts except for the City of Los Angeles, the City of Long Beach, and the surrounding "foothill" cities, which include Pasadena, South Pasadena, Duarte, Monrovia, Sierra Madre, and Arcadia, and portion of Altadena.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cynthia Banks', is written over a printed name and title.

Cynthia Banks,
Chief Deputy Director

Attachment

c.: David E. Janssen
Raymond G. Fortner, Jr.
Violet Varona-Lukens
J. Tyler McCauley

76R 352M 11/83

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
 Community & Senior Services
 DEPARTMENT OF _____

DEPT'S. 325
 No. _____
 Apr, 20, 2004 19

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OF ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR**4 - VOTE****SOURCES:**

Community and Senior Services
 Assistance-Federal Revenue
 A01 - CS - 26665 - 9001
 \$667,000

USES:

Community and Senior Services
 Assistance-Services & Supplies
 A01 - CS - 26665 - 2000
 \$667,000

This request is to increase spending authority for the additional \$667,373 funding awarded to the Community Services Block Grant (CSBG) for calendar year 2003 by the State Department of Community Services and Development (DCSD). This additional funding will be used to increase the amounts appropriated to 110 CSBG service providers.


 Crystal Huang

 4/20/04
 Fiscal Officer I
CHIEF ADMINISTRATIVE OFFICER'S REPORT
 REFERRED TO THE CHIEF
 ADMINISTRATIVE OFFICER FOR—

ACTION

 ✓
 RECOMMENDATION

APPROVED AS REQUESTED ✓

AS REVISED

MAY 19

2004
19K House
DECEASEDAPPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER

BY

Helen Fung

No 274

APRIL 21 2004